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Form 5

COLCHESTER PUBLIC SCHOOLS

AUTHORIZATION FORM for
USE OF SCHOOL PERSONAL PROPERTY OR EQUIPMENT

In accordance with the policy of the Colchester Board of Education, I hereby seek authorization to use the following school property or equipment off school premises:

1. Property or Equipment: (Describe with specificity, include model, serial numbers where available)
   _____
   _____

2. Conditions of property or equipment: (Description by School Principal)
   _____
   _____

3. Purpose for use of property or equipment:_____

4. Date property or equipment will be removed from school premises: _____

5. Date property or equipment will be returned:_____

6. Date property or equipment will be used on school property: _____

7. Type/Name/Kind of school equipment needing a trained operator: _____

8. Name of person who is a competent operator of equipment loaned (if training is required to operate equipment):
   _____

9. Name of school staff who knows of the competency of the proposed operator of the school equipment:
   _____

I assume full responsibility, including any necessary insurance for returning the property or equipment listed above in its present condition. I understand that my failure to return such equipment in the same condition in which it was lent to me shall make me personally liable for repairing and/or replacing such equipment.

_____

Name (please print) *Signature* *Date*

_____

Address *Town* *State* *Zip Code*

_____

CT drivers license #

I have reviewed this request, and it is approved:

_____

Signature of School Principal *Date*

_____

Date Returned *Condition of returned property/equipment*

The above property/equipment has been returned in the condition described above:

_____

Signature of School Principal *Date*

One copy of approved form to applicant - One copy in School File